Missouri State Library
Office of the Secretary of State

Library Services & Technology Act
Federal Grant Program

# After School Connections

Grant Application

Fall 2003

# Missouri Five-Year State Plan
## For the Use of
## Library Services and Technology Act (LSTA) Funds
## Fiscal Years 2003 - 2008

Definitions:

A.     A <u>public library</u> is a library established and maintained under the provisions of the library laws or other laws of the state related to libraries, primarily supported by public funds and designed to serve the general public.

B.     A public elementary school or secondary <u>school library</u> is a library controlled and operated by publicly supported elementary or secondary schools, and designated to serve faculty and students of that school.

C.     An <u>academic library</u> is a library which is controlled and operated by a two (2) or four (4) year college or university, either publicly supported or private, and which is designated primarily to serve faculty and students of that college or university.

D.     A <u>special library</u> is a library established by an organization and designed to serve the special needs of its employees or clientele.  A special library must have an appropriately trained librarian, an organized collection, a minimum of 20 hours of service per week, with some opportunity allowed for service to the public or a strong commitment to resource sharing.  They include both private libraries and publicly funded libraries, such as those serving mental health facilities, correctional institutions, and government agencies.

E.     A <u>library consortium</u> is any local, statewide, regional, interstate, or international cooperative association of library entities which provides for the systematic and effective coordination of the resources of school, public, academic, and special libraries and information centers, for improved services for the clientele of such library entities.

Reprinted from State Plan submitted July 31, 2002

# MISSOURI STATE LIBRARY
## LSTA Grant Program
# After School Connections
## Information & Guidelines
## Fall 2003

**What is this grant program?**

After School Connections is designed to allow public libraries to provide after school experiences for youth who do not traditionally use the library. The purposes of this program are to provide positive and enriching experiences for youth, which will develop their reading skills; introduce library services and stimulate their use; and provide opportunities for positive interactions with their peers and adults.

**How may the grant funds be used?**

After School Connections grant funds may be used to develop a series of after school programs targeting youth in grades four through eight who do not traditionally visit the library. Projects can encourage reading and writing activities; provide homework help; introduce youth to library technology; offer volunteer opportunities; showcase topics in the library collection; or offer other activities deemed eligible by the state library.

**Who may apply?**

This grant is open to all public libraries certified to receive state aid.

**What special considerations apply to this grant?**

*Promotion and youth participation are keys to the success of youth programming:*
- Proposals must outline the strategies the library will engage in to promote the program to youth.
- Organized, proactive promotion (i.e., calling and inviting specific groups) yields more successful attendance than broad-range publicity (i.e., posting flyers in the school).
- Proposals must illustrate how youth will actively participate in the planning and development of the project.

*Targeting a specific group of youth provides definition and consistency to the project:*
- Proposals must define the targeted group of non-users which the library will attempt to attract with the after school program. This might be an organized group (a Boys and Girls Club), or a general underserved audience (a recent immigrant population).
- Identifying the entire population of youth in a particular age range is not an acceptable definition of a targeted group of non-users.
- Promotion of the after school programs to a targeted group and their participation in them will not exclude other youth who wish to participate.

*Other considerations and specifications:*
- Program series should last a minimum of four weeks and a maximum of ten weeks, with a minimum of one program per week, and a maximum of four programs per week.
- Up to five (5) branches/service centers within a library system may participate in a single project.
- A series of programs may not be spread across multiple branches. Each series of programs must be conducted in its entirety at a specific branch outlet.
- At the discretion of the State Library, the State Library may require that an applicant submit additional information or supplemental proposals to receive an award of grant funds.

## What amount of funds may be requested?

Each library branch or service center may apply for grants from $500 to a maximum of $7,500. Up to five branches or service centers per system may apply for the grants, with a maximum of $37,500 per library system awarded.

## Are local matching funds required?

No local matching funds are required.

## For what will this grant pay?

*Eligible expenses include, but are not limited to:*
- Training costs for volunteers
- Art and other programming supplies
- Special speakers (limited to honoraria and expenses)
- Publicity, mailing, printing costs
- Cost for additional staff or staff hours specifically related to the project. For example, a library may use grant funds to pay an existing part-time employee for extra hours to plan and implement the programs, or a library with limited staff may hire a qualified individual at an hourly rate to plan and implement the programs.
- Computer equipment

*Ineligible expenses include, but are not limited to:*
- Paying existing staff costs (i.e., using grant funds to pay for the hours a regular staff person spends on planning and implementing the programs)
- Collection development acquisitions
- Transportation for field trips
- Vehicles

**What is the review process and application deadline?**

- Eligible applications are reviewed and evaluated by State Library staff.
- Staff recommendations are submitted to State Librarian.
- State Librarian makes recommendations to the Secretary of State.
- Secretary of State makes final decision.
- **To be eligible for review, grant applications must be postmarked by October 21, 2003 or hand delivered by October 22, 2003. Only complete application forms from eligible institutions will be reviewed.**

**How long is the grant period?**

**January 1, 2004 through December 31, 2004.** Projects may be proposed for fewer than 12 months.

**How are grant payments made?**

- Grantees will be awarded 70% of the total grant amount upon completion of the final, executed agreement. A final payment of the remaining grant amount expended will be awarded upon completion of the project and submission of the Final Report and Final Request for Payment, which is due within 30 days of the completion of the project.

- No grant funds may be encumbered or expended until the library receives the final executed grant agreement signed by the library representative, the State Librarian, and the Executive Deputy Secretary of State.

**What reports must grantees make?**

Depending upon the duration of the project, at least one Interim Report will be required, in addition to a Final Report.

**Where and how do I apply?**

> *Mail completed application forms to:*
> LSTA Grants Officer
> LSTA Grant Application
> Missouri State Library
> 600 West Main Street, PO Box 387
> Jefferson City, MO 65102-0387

**For further information, contact:**

Nancee Dahms-Stinson, Youth & Senior Services Consultant
Telephone 573-751-1821 or (in Missouri) 800-325-0131, ext. 5.
Email: dahmsn@sosmail.state.mo.us

***Resources to assist in project planning:***

American Library Association. *Connecting Kids and Afterschool Programs – What Works*. *<http://www.ala.org/cfapps/archive.cfm?path=afterschool>*.

Brouse, Ann, ed. *Talk It Up!: Book Discussion Programs for Young People*. New York: Youth Services Section, New York Library Association, 1999.

Caywood, Caroline A., ed. *Youth Participation in School and Public Libraries: It Works*. Chicago: ALA, 1995.

Chelton, Mary K., ed. *Excellence in Library Services to Young Adults*. Chicago: ALA, 1994.

Chelton, Mary K., ed. *Excellence in Library Services to Young Adults*. 2nd ed. Chicago: ALA, 1997.

Chelton, Mary K., ed. *Excellence in Library Services to Young Adults*. 3rd ed. Chicago: ALA, 2000.

Jones, Patrick. *Connecting Young Adults and Libraries*. 2nd ed. New York: Neal Schuman, 1998.

Lamb, Holly Ward and Sue Budin, eds. *Yikes!: Take the "YIKES" out of YA: Cool Young Adult Programming Ideas Made Easy*. Lansing, MI: Michigan Library Association, 1999.

Wemett, Lisa C., ed. *The Basic Young Adult Services Handbook: A Programming and Training Manual*. New York: Youth Services Section, New York Library Association, 1997.

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## CIPA COMPLIANCE

In deciding whether to apply for any LSTA-funded grant, libraries should be aware that accepting such a grant might trigger an obligation to comply with the Federal Children's Internet Protection Act (CIPA). Whether CIPA is triggered will depend on the specific use of the LSTA funds awarded and the grant period of the award. If triggered, CIPA will require a grant recipient to certify either that it is undertaking efforts to comply with CIPA or that it has in place a policy of internet safety that includes the operation of a technology protection measure (filter) with respect to any of the recipient's computers with internet access. The nature of the certification depends upon the type of library making application and the grant period of the award.

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# MISSOURI STATE LIBRARY
## LSTA Grant Program
# After School Connections
## Application Instructions
## Fall 2003

*Please call Kay Callison, LSTA Grants Officer, 1-800-325-0131 ext. 9, if you have questions about the instructions or application form.*

## GENERAL INSTRUCTIONS

- Use the enclosed application form. The application form is not to be changed in any way.
- The application will be photocopied for use by the Grant Review Committee. Fill in the library's name at the top of each sheet. The application form and instructions may be photocopied as needed.
- All narrative materials are to be typed <u>double-spaced</u> on plain sheets, with the library's name at the top of each sheet. Attach this narrative to the back of the application form.
- Signatures must be included or the application will be ineligible for consideration.
- Failure to give the required information may eliminate your application from consideration.
- Double-check your math in the budget portion. Proofread the proposal. Correct spelling, grammar, and typing mistakes before submission.
- Use white 8-1/2 x 11" paper. Do not use binders, folders, notebooks, or staples.

## ITEMIZED INSTRUCTIONS

### Part I

*Project number*—Leave blank.

*Name of library*—Give the official, legal name of the library.

*Federal Tax I.D. # or MO Vender # if different*—Same as Federal Employee Identification Number (FEIN) or Tax Identification Number (TIN). Make sure this is your Missouri Vender ID number. In some cases, it is different and this is the number we must have to process your application.

*Project Director*—Give name of person who will oversee the project and serve as a contact for reports. Include project director's email address.

*Project Title*—Provide a brief title for your project.

*Total population of library's legal service area*—Using the latest available census figures, give the population of the legal service area for all participating agencies.

*Estimated number of youth to be served by this project*—Give a realistic estimate, based on the best and most current information available, of the number of targeted people the project will reach. The Missouri State Census Data Center website may be found at: *http://www.oseda.missouri.edu/mscdc/index.html*.

*LSTA funds requested*—Show the total amount of grant funds you are requesting. Round to the nearest dollar.

*Project description*—Provide a concise description of your project, not to exceed 250 words. Include key information from each section of Part II.

## Part II—Narrative

This is the most important part of your application. Attach additional sheets with your responses. Organize your narrative using the numbers and headings shown in the application. Type the library's name in the upper right-hand corner of each additional sheet. Add page numbers. Paperclip sheets to application form. Do not use binders, folders, notebooks, or staples. Type and double-space.

Paperclip any support materials to back of application, after signature page. If you are working with a community partner, attach a letter explaining the resources provided by that partner to your project. A letter must be included for each partner.

## Part III- Certification and Signatures

*Signature of Library Director*—The application must be signed by the administrative head of the library, i.e., the library director, or other administrator, **in blue ink.**

*Signature of Library Board President*—The library board president must sign the application form, **in blue ink**. This individual must have the authority to sign legal binding agreements. A signature and date on these lines indicate that the library board understands and approves the intent of the grant and will allow the designated project director to oversee the project.

# MISSOURI STATE LIBRARY
## LSTA Grant Program
# After School Connections
## Grant Application
## Fall 2003

Project # _____

## ATTENTION: YOU MUST USE <u>THIS SHEET</u> AS PAGE 1 OF YOUR APPLICATION!

**PART I**                                                          *Please type.*

Name of library:_____

Federal Tax I.D. # or MO Vender # if different:_____

Address: _____

City: _____ County: _____ Zip code: _____

Phone: _____ Fax: _____

Library director: _____

Project director (contact person): _____

E-mail address/phone of project director: _____

**Project title:** _____

Total population of library's legal service area: _____

Estimated number of youth to be served by this project: _____

**LSTA funds requested:**                          $_____

Local funds to be used  (optional)                $_____

**Project description (not to exceed 250 words):**

## PART II: NARRATIVE

*Attach additional sheets with your answers to the following items. Include the library name in the upper right-hand corner of each sheet. Number your responses to correspond with the numbers below. Please type, double space, and number the pages.*

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**After School Connections Program Goals:**

- **To provide positive and enriching experiences for youth which will develop their reading skills**
- **To introduce library services and stimulate their use**
- **To provide opportunities for positive interactions with their peers and adults.**

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Since youth participation is a key component for successful after school programs, grant awardees will be expected to meet with youth representing the target audience within one month of the grant award. Within one month of the grant awards being made, awardees will be required to submit to the State Library *final* project plans outlining the exact program activities they have developed with the participation of their youth audience.

**Introduction**
1. Briefly describe your community's need for this project. (maximum 1 page)
    a. Explain why this project is needed to improve services to the target audience.
    b. Identify the locations/branches at which each program series will be implemented.
    c. Identify the specific audience that will be invited to participate, including reasons why this audience is being targeted. See the Grant Guidelines for further explanation.

**Project Summary**
2. Provide a summary of the project.
   a. Describe your proposed project, indicating the types of activities that will be implemented.
   b. Indicate on which of the eligible areas the project will focus. Projects may focus on more than one topic. Eligible areas include reading and writing enrichment activities; homework help; library technology; volunteer opportunities; topics in the library collection; or other proposed activities deemed appropriate by the State Library. Final development of proposed program activities will require at least one youth planning session per library. Your response to 2.a. will be based on your current knowledge of the needs and expectations of the target audience. Within one month of the grant award, libraries must submit to the State Library a final project plan that has been developed with youth participation. A project plan report form will be provided to libraries awarded grant funds.
   c. Outline the activities you will use to achieve the goals of the After School Connections project. This section should **not** describe the specific programs in which youth will be engaged.
   d. Provide a timeline with tentative dates for the project activities.
   e. Indicate the number of weeks the after school program will run, the number of sessions that will be held each week, and the number of hours each session will last, (i.e., "*The program will run for 10 weeks, from October 1 through December 12, with four sessions per week. Each session will last for three hours, from 3:00 p.m. to 6:00 p.m.*")

3. Describe how youth will be involved in planning the project.
   a. Indicate how you will initiate their involvement.
   b. If youth will participate in the project implementation, discuss the level and scope of their involvement.

4. Outline the promotional strategies you will use to encourage attendance by the targeted audience. Proposals which do not indicate organized, proactive strategies will be rejected.

5. If volunteers will be used to plan and/or implement the project, provide an outline of the agenda that will be used to train volunteers.

6. If partnerships will be sought to implement the project, provide a list of community entities with which the library will cooperate and explain why these partners have been chosen. Describe what each partner will contribute to the project. Attach a letter of support from each partner, written to the project director, outlining the partner's commitment, including any contributions of resources.

**Evaluation**

7.  Present a plan to establish the impact the project will have.  This section should include strategies to determine what difference the project has made on the target audience and the community

    a.  Quantitative and qualitative assessments are encouraged.

    b.  Append a sample evaluation form, if one is being used.

**Budget**

8.  Using the budget worksheet provided with this application, include a line-item budget.  These amounts may be estimates which may be amended following the youth planning session that will refine your project plan.  Round all figures to the nearest whole dollar.  Check your math! LSTA funds may not be used for administrative overhead, "door prizes," "incentives," or any type of "gift" to presenters, participants, or libraries.  The addition of local funds is encouraged but not required.  If local funds will be added to the project, list them on the first page of the application in the space provided.

9.  Provide a budget narrative explaining all anticipated project costs listed on the budget worksheet.  Computers must meet or exceed the minimum specifications listed in the application form.  All requests for project equipment must be project specific, appropriate to the project, and justified.  Provide valid explanations for why equipment already owned by the library cannot be used.  Requests for staff costs must include justification for additional staff hours, the rate at which staff will be paid, and the total number of hours staff will work*.  Provide explanations for both federal and local funds.*

**The TOTAL LSTA FUNDS REQUESTED amount should match the amount of LSTA funds requested line in PART I.**

**Library** _____


### 8. BUDGET WORKSHEET:  LSTA After School Connections Grant Application


| Budget Item | Amount per site | Number of proposed sites | Total Requested |
|---|---|---|---|
| Costs for training volunteers and training materials | | | |
| Art supplies and other programming supplies | | | |
| Speaker honoraria and expenses | | | |
| Publicity, mailing, printing costs | | | |
| Computer and other equipment | | | |
| Staff costs (see guidelines about staff costs in the Grant Program Information and Guidelines) | | | |
| Other (specify) | | | |
| **TOTAL LSTA FUNDS REQUESTED** | | | |


*These budget amounts may be estimates which may be amended following the youth planning session that will refine your project plan.*

*Libraries awarded project funds will have the authority to move up to $100 between line items within their **final** proposed budgets.*

## PART III: CERTIFICATION AND SIGNATURES

**ATTENTION:  You must use <u>pages 9, 13, and 14 as part of</u> your application!  To complete this application, attach numbered pages with responses to items in Part II.**

Signatures of both the Library Director and the Library Board President are required, or the application will not be considered.

*We are aware of, and agree to comply with, all state and federal provisions and assurances required under this grant program.  If awarded grant funds, we assure that we will carry out the grant project according to the approved grant proposal.  This application has been authorized by the appropriate authorities of the applying library. By signing this application, the library board acknowledges compliance with and agreement to all eligibility requirements.*

_____
Type name of Library Director

_____
Type name of Library Board President

_____
Signature, above official  (in blue ink)

_____
Signature, above official  (in blue ink)

_____
Date

_____
Date

***Mail completed applications to:***
LSTA Grants Officer
LSTA Grant Application
Missouri State Library
600 West Main Street, PO Box 387
Jefferson City, MO 65102-0387

**Application deadline**:  **October 21, 2003 (postmarked); October 22, 2003 (hand delivered)**

For State Library use only:

_____ Approved          _____ Not Approved          $_____Amount Awarded

*These grants are made available through funds from the Library Services and Technology Act appropriated by Congress and administered by the Institute of Museum and Library Services and the Missouri Secretary of State.*

INSTITUTE
*of* MUSEUM
*and* LIBRARY
SERVICES